

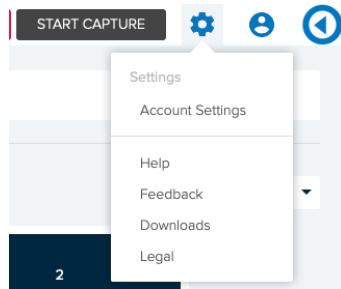
# UC Personal (Echo360's Desktop Capture)

Create, Publish and Edit a desktop capture recording.

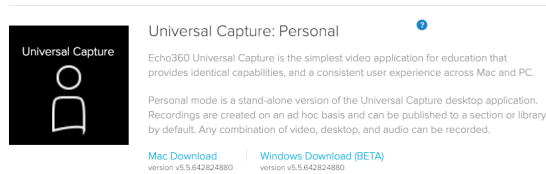


## Download and install Universal Capture: Personal

1. Login with your instructor credentials or access the platform via your Learning Management System (LMS)
2. Locate the cog at the top right-hand side of the page next to your name.

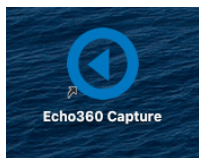


3. Click on downloads and choose the correct version for your computer, Mac or Windows and follow the installation instructions.

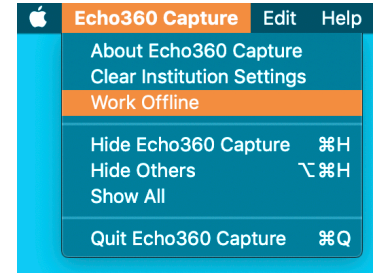


## Login

Launch Echo360 Capture and follow the prompts to login



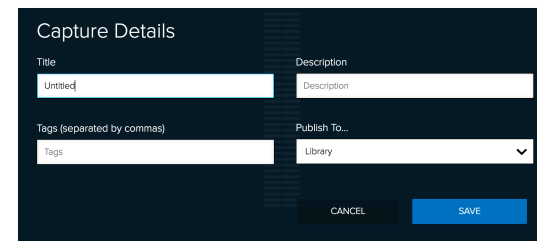
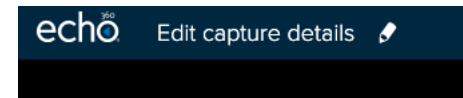
## Work Offline



Use the menu to choose offline mode if you wish to hold your upload until a later date or do not have internet connection. As soon as you revert back to work online, your capture will begin to upload once there is an internet connection.

## Edit capture details (optional)

1. Click the Pencil icon or Edit Capture Details at the top of the window to open details window and complete.



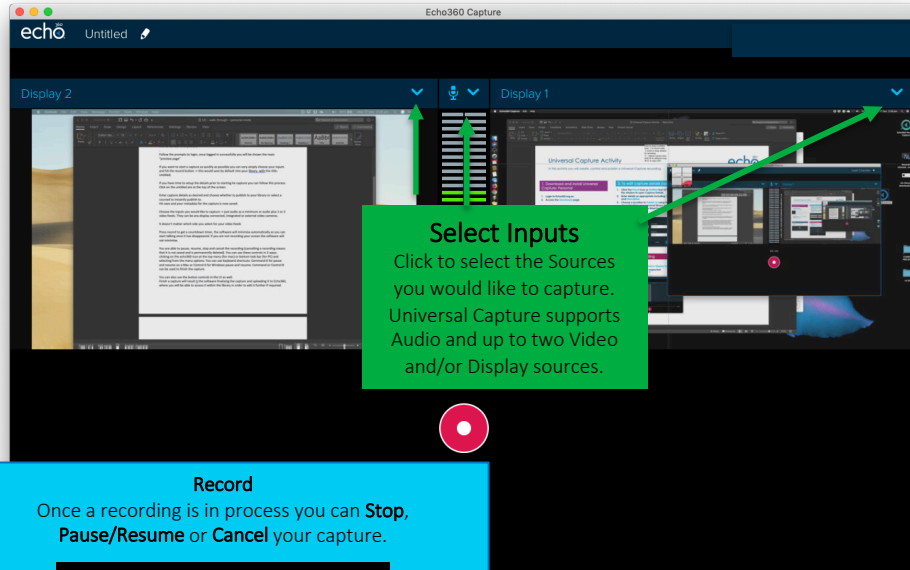
2. Choose the location that you wish to publish the recording from the drop-down menu. You can send it to your library for future use or straight to a class from one of your courses.
3. Click Save

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## Start a recording



**Select Inputs**  
Click to select the Sources you would like to capture. Universal Capture supports Audio and up to two Video and/or Display sources.

### Record

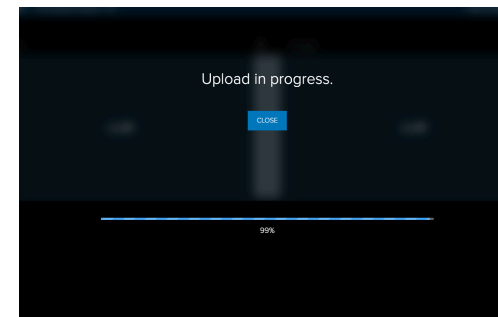
Once a recording is in process you can **Stop**, **Pause/Resume** or **Cancel** your capture.



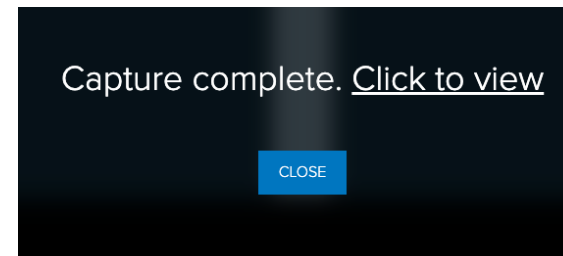
1. Select **Audio Source**
2. Select desired **Video and/or Display Source(s)**
3. Ensure previews are as expected
4. Click **Record**, a countdown timer will display

## Finish recording

1. Click **Stop** (or alternatively: **Finish Capture**, or command/control 8)
2. The software will indicate the capture is uploading with a % indicator.



3. When the capture is complete, the screen below is shown and you can exit the software.



If you click to view you will be taken to the media details page.